

KEENE STATE COLLEGE CAMP PROCEDURES

DATE OF EVENT: _____

- 1) Schedule the facility through the Scheduling Office (Student Center, third floor) at least two weeks prior to the event.
 - a) **You may not bring your own alcohol to the College Camp.** All groups planning to have alcohol at their event must employ a caterer with a State of New Hampshire liquor license and must also complete the KSC Alcohol Function Agreement form.
 - b) If catering services are provided the Catering Function Form must be completed.

Caterer Name: _____

Telephone: _____
 - c) Organizations/groups may be required to present proof of liability insurance (as outlined in the Facility Use Agreement) depending on the number of people expected and/or the nature of the event.
- 2) The requester of the facility must be responsible to pick up the College Camp Key at the Information Desk in the Atrium of the Student Center. For your convenience the key can be picked up one (1) day prior to the event and must be returned to the Information Desk by the close of business the day after the event. However, access to the Camp is limited to the date scheduled. This includes any set-up and breakdown. Failure to comply with this condition may result in the loss of College Camp privileges.
- 3) Some organizations/groups will be expected to pay a facility usage rental fee for the KSC Camp. The fee is expected prior to the event and no refunds are issued if cancelled within two weeks of the event.
- 4) When using the College Camp, you are required to complete the following tasks at the end of your event; and please clean up after your event.

<i>Turn off lights</i>	<i>Make sure coals are out in grill</i>
<i>Shut all windows</i>	<i>Lock windows and doors</i>
<i>Furnishings to be returned to original locations including outside tables under pavilion.</i>	<i>Return folding tables and chairs to closet and/or porch</i>
<i>Empty refrigerator</i>	<i>Empty trash into outside dumpsters.</i>
<i>Itemize and report any damage done to premises</i>	
- 5) Absolutely no parking is allowed on the open field on the south side of Page Court.
- 6) KSC College Camp is used on a daily basis; any equipment or supplies brought in for a function must be removed at the conclusion of the function, including but not limited to tables, chairs, tents, portable rest rooms, etc.
- 7) All events and music must end no later than 10 p.m.

(Over →)

RELEASE-HOLD HARMLESS AND INDEMINITY AGREEMENT

I, _____ in consideration for permission to use the Keene State College Camp facilities and in full recognition and understanding of the hazards and dangers inherent in using this facility (including the waterfront areas) do hereby agree: a) to assume all risks and responsibilities involved in using the college camp facilities b) for myself and my heirs, to release and hold harmless Keene State College, its trustees, officers, agents and employees from and against all claims, demands, actions, and causes of action for damages I may have due to personal injury, death, or property damage, whether or not the result of negligent acts or omissions on the part of Keene State College or any of its trustees, officers and employees, arising from my participation in this event. c) to defend, indemnify, and hold harmless the Keene State College, its trustees, officers, agents, and employees, from and against all claims, demands, actions, and causes of action for damages sustained or incurred by anyone other than me due to personal injury, property damage or death, whether or not result of negligent acts or omissions on the part of Keene State College or any of its trustees, officers and employees, arising from my participation in this event; d) in the event that User's use of the facility under the terms of this agreement causes damage to the property of Keene State College, user agrees to indemnify the College for such loss.

KEENE STATE COLLEGE CAMP DISCLAIMER

Keene State College will not be held responsible by any person or group for hazardous events, accidents or mishaps at the College Camp Facility. The facility is rented or permission is given to use these facilities "as is." THE COLLEGE DOES NOT PROVIDE LIFEGUARD SERVICES - ALL SWIMMING AND WATER ACTIVITIES ARE AT YOUR OWN RISK. In addition to the guidelines on the Scheduling Form, I have read and agree to abide by the regulations and information specified above.

Requester Name - Printed

Requester's Signature

Date

Please follow through on your responsibilities to ensure future use. Thank you for your cooperation.

Revised: 2/17/10